

## Less Than Full Time (LTFT) Policy – Easy Read

All trainee doctors and dentists can apply to work less than full time (LTFT) and will be supported wherever possible.



### Eligibility

- No eligibility criteria – just a well-founded reason.
- Where LTFT applications exceed training capacity HEIW will prioritise applications with disability/ill health or caring responsibilities.
- Applications must be 50%, 60%, 70%, 80% or 90% WTE.



### What to consider

- Change to income and pension contributions.
- Increase to length of time in training.
- Effect on training requirements and potential rotations.
- Falling out of sync with national recruitment timelines.



### Applications and timescales

- All applications must be submitted via the digital application process - [Application forms](#).
- 4 routes to apply:
  - **Application windows**

Application Window	For LTFT start date between:	Notification
1 <sup>st</sup> February to 28 <sup>th</sup> /29 <sup>th</sup> February	1 <sup>st</sup> August and 31 <sup>st</sup> January	Trainees notified of the outcome no more than 12 weeks after the window has closed.
1 <sup>st</sup> August to 31 <sup>st</sup> August	1 <sup>st</sup> February and 31 <sup>st</sup> July	

- **\*Exceptional Circumstances**  
For trainees with sudden ill health or caring responsibilities or returning to training.
- **\*New**  
For trainees who have accepted an offer to train in Wales.
- **\*Increase in hours**  
For trainees wishing to increase their hours of work/training.

\*Trainees notified of the outcome within 8 weeks of submitting their application but may be required to be flexible on the start date.



## Posts

- 2 types of post:
  - A trainee occupies a full-time post.
  - A trainee shares a post with other LTFT trainees – this is not a job share but out-of-hours would be managed between trainees.



## LTFT Requirements

- Training Programmes for LTFT trainees should contain the **same educational opportunities** as a full-time trainee.
- LTFT trainees are expected to **work pro-rata** of what full-time trainees work including evening, nights and weekends.
- Once the application has been approved, trainees are responsible for contacting the rota coordinator to discuss preferred working patterns.
- **Flexibility** will be required by trainees to accommodate service needs.
- LTFT trainees will have an annual ARCP but may require additional ARCPs at critical progression points.
- LTFT trainees have **pro-rata entitlement** to study leave days and educational development time.
- LTFT trainees can access **full-time study leave funding**.